



DEPARTMENT OF THE ARMY  
HEADQUARTERS, AREA II SUPPORT ACTIVITY  
UNIT #15333  
APO AP 96205-5333

REPLY TO  
ATTENTION OF:

IMKO-AB-RM

23 January 2006

**COMMAND POLICY #9-2**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Monetary and Performance Recognition Awards

1. **REFERENCES:**

a. IMA Policy Memorandum #16, Military and Civilian Awards Policy, dated 16 Apr 04.

b. AR 672-20, Incentive Awards, dated 29 Jan 99.

c. KORO Policy Statement#8, Civilian Awards Policy, undated draft.

2. **PURPOSE.** To establish policy and procedures governing monetary and non-monetary awards in recognition of civilian employee performance. Monetary and performance recognition will not be automatic. Performance awards should be used both to reward high quality past performance and to stimulate high-level performance in the individuals and their peers. Commanders, managers, and supervisors must be cognizant of the forms of non-monetary recognition that are available. (See enclosure.)

3. **APPLICABILITY.** The policy applies to Area II Support Activity appropriated fund Department of the Army Civilians (DAC) and Korean National (KN) civilian employees.

4. **PROCEDURES.**

a. The Budget & Accounting Branch, Resource Management Office (RMO) will establish and monitor a quarterly budgetary target for ensuring adequate funds are available for civilian employee cash awards.

(1) Aggregate cash awards will not exceed ceilings established in Reference 1a.

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(2) Budget & Accounting Division, RMO will issue an equitable quarterly monetary award target at the beginning of each quarter to Directorate of Public Works (DPW), Army Family Housing (AFH), Directorate of Morale, Welfare and Recreation (DMWR), and Directorate of Logistics (DOL).

(3) Budget & Accounting Division, RMO will manage the monetary awards for the remaining staff as a single target: Command Group, RMO, PAO, PAIO, Safety, RSO, DPTMS, IMO, VI, RRC and DHR.

b. Monetary Awards Approval Authority for:

(1) Sustained Superior Performance Awards for US (SSPA): Commander or DGC will approve up to 5.0% of employee base salary or the number of hours equal to that amount. Awards over 5% (NTE 10%) will be approved by IMA, KORO.

(2) Sustained Superior Performance Awards for KN (SSPA): Commander or DGC approve awards up to 100 hours. Awards up to 200 hours will be approved by IMA, KORO.

(3) Special Act or Service Awards for US and KN employees (SASA): Commander or DGC approve awards up to \$2,500. Awards up to \$5,000 will be approved by IMA, KORO.

(4) Quality Step Increase (QSI) for US Employee: No more than 10% of DAC authorizations per year. Commander or DGC will approve all QSI awards.

(5) On-the-Spot Cash Awards (OTS): DGC approve maximum of \$500.

c. Time Off Awards: Commander or DGC approve up to 40 hours. As a general rule, time off awards are based upon the value of employee's contribution as follows:

Moderate	01 to 10 hours
Substantial	11 to 20 hours
High	21 to 30 hours
Exceptional	31 to 40 hours

d. Non-monetary civilian honorary awards are an excellent way to recognize deserving employees. The civilian honorary awards and approval level for the awards are listed on the enclosure.



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e. Activities will submit all Monetary and Time Off Award Requests for Personnel Action (RPAs) as follows:

(1) Award RPAs will be authorized in block 6, part A by approval authority IAW procedures prescribed above.

(2) Monetary award and time off award hard copy requests will be routed through Budget & Accounting Division, RMO for confirmation that funds are available and Command Group staffing. After decision by the Command Group the hard copies of these requests will be returned to the Budget & Accounting Division, RMO and forwarded to originating staff activity for appropriate RPA action to be routed to Manpower Division, RMO.

5. Directors must plan and budget for civilian awards. Managers and supervisors at all levels must ensure all awards are warranted and deserved. Everyone in the award process must keep recommendations for awards confidential until the awards are approved and presented.

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Commanding

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CF: CPAC, Area II

## **HIERARCHY OF CIVILIAN HONORARY AWARDS**

<b>CIVILIAN AWARD</b>	<b>APPROVAL LEVEL</b>	<b>MILITARY AWARD EQUIV.</b>
DA Decoration for Exceptional Civilian Service	Secretary of the Army	Distinguished Service Medal
DA Meritorious Civilian Service Award	MACOM Commander	Legion of Merit
DA Superior Civilian Service Award	IMA KORO Director	Meritorious Service Medal
DA Commander's Award for Civilian Service	Commander, Colonel and above.	Army Achievement Medal
DA Achievement Medal for Civilian Service	Commander, Lt. Colonel and above and civilian equivalent	Army Achievement Medal
DA Certificate of Achievement for Patriotic Civilian Service	Commander, Lt. Colonel and above and civilian equivalent	None
DA Civilian Award for Humanitarian Service	MACOM and above and civilian equivalent	Humanitarian Service Medal
DA Certificate of Achievement	Commander and civilian equivalent	Certificate of Achievement
Letter of Appreciation or Commendation	Commander, supervisor or other activity officials	None
Other Recognition Devices	Commander, supervisor or other activity officials	None